

TITLE: Lockout/Tagout Key Transfer Guidelines for Floor Coordinators

CATEGORY: Operations

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ABSTRACT:

These work guidelines apply to the Lockout/Tagout (LO/TO) key transfer for the AOD-EOS Floor Coordinators. The need for these guidelines arises from the 24/7 shift coverage of the Floor Coordinators.

Lockout/Tagout Key Transfer Implementation

1. LO/TO keys that need to be transferred to subsequent shifts will be kept in a locked box located in the nearest Floor Coordinator office. The tags for these LO/TOs will contain the Floor Coordinator name and the 2-0101 phone number.
2. The Floor Coordinator will send an email to flcoord@aps.anl.gov explaining why the lock is in place and what constitutes completion of the job.
3. If the Floor Coordinator who applied the facility lock is not available, the Floor Coordinator on duty will maintain control of the LO/TO keys.
4. Facility locks will remain in place until all work is verified complete.

REFERENCES

Environment, Safety and Health Manual - ANL-East:
[Section 7.1 Control of Hazardous Energy and Lockout/Tagout](#)